



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service  
Rockville MD 20857

MAY 11 1995

SGM 95-3

TO: Area Directors

FROM: Director-

SUBJECT: Delegation of Personnel Management Authorities for the  
Indian Health Service Area Personnel offices

In a memorandum dated February 22, 1995, to be effective April 1, 1995, the Assistant Secretary for Personnel Administration, delegated to the Assistant Secretary for Health (ASH), all Personnel Management Authorities that were previously delegated to the Regional Directors in Regions VI, VIII, IX, and X, for the Indian Health Service (IHS) Area personnel staffs.

The Deputy Assistant Secretary for Health Management Operations, --Public--Health Service, redelegated these personnel management authorities on April 4, 1995, to the Director, Indian-Health Service (IHS), for the employees in the INS Area and Service Unit personnel offices (see attached memorandum).

The personnel management authorities included are:

- a. Selection of employees
- b. Make decisions on final performance ratings and performance awards
- c. Grant incentive awards
- d. Propose and make decisions on adverse actions under HHS Personnel Instruction 752-1
- e. Propose, decide, and concur in reductions in grade and removals under HHS Personnel Instruction 432-1
- f. Issue grievance decisions under HHS Personnel Instruction 771-3
- g. Grant leave, excuse absence, and approve the restoration of annual leave
- h. approve overtime
- i. Determine action on Quality Step Increases

Area Directors

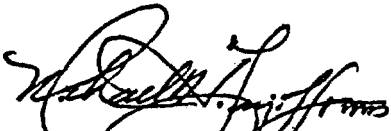
Determine action on Within Grade Increases

k. Approve training

These personnel management authorities are covered by existing redelegations to management officials in the IHS, and will not require additional redelegations at this time.

Prior concurrence by the Director, Division of Personnel Management, IHS, is required for supervisory personnel positions at GS-12 and above, for the following authorities:

- a. Selection of employees
- b. Make decisions on the final performance ratings and performance awards

  
**Michael H. Trujillo, M.D., M.P.H.**  
**Assistant Surgeon General**



## Memorandum

Date . **APR 24 1995**

From Deputy Assistant Secretary for Health Management Operations

Subject \_ Delegation of Personnel Management Authorities for the IHS Area and Service Unit Personnel Staffs

To Director, Indian Health Service

### Authority Delegated and to Whom

1. Pursuant to the authority delegated by the Assistant Secretary for Personnel Administration (ASPER) to the Assistant Secretary for Health on February 22, 1995, and the January-14, 1991, Delegation of Personnel Administration and Personnel Management Authorities from the Acting Assistant, Secretary for Health to the Deputy Assistant Secretary for Health Management Operations, PHS, I hereby delegate to the Director, Indian Health Service (IHS), PHS, the personnel management authorities listed below for the employees in the IHS Area and Service Unit personnel offices. These authorities were previously delegated to the Regional Directors in Regions VI, VIII, IX and X.

This delegation includes authority to:

- a. Select employees;
- b. Make decisions, on final performance ratings and performance awards;
- c. Grant incentive awards;
- d. Propose and make decisions on adverse actions under HHS Personnel Instruction 752-1;
- e. Propose, decide, and concur in reductions in grade and removals under HHS Personnel Instruction 432-1;
- f. Issue grievance decisions under HHS Personnel Instruction 771-3;
- g.** Grant leave, excuse absence, and approve the restoration of annual leave;
- h. Approve overtime;
- I. Determine action on Quality Step Increases;

- j. Determine action on Within Grade Increases; and
- k . Approve training.

Redelegations and Restrictions

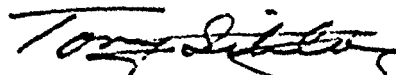
- 2. The authorities delegated in paragraph 1 above may be redelegated. Where authorities are covered by existing redelegations of authority from the Director, IHS, to other IHS management officials, no additional redelegation is required.
- 3. The authorities delegated in paragraphs 1a. and b., above, require prior concurrence by the Director, Division of Personnel Management, IHS, for supervisory positions at GS-12 and above.

? Informed on and Guidance

- 4. Information and requirements for exercising these authorities are contained in various laws regulations and HHS and PHS Personnel Instructions associated with the subject areas.

Effective Date

- 5. This delegation is effective April 1, 1995.

  
Anthony L. Ittekkag